

APPENDIX M  
MODEL ADMINISTRATIVE RECORD DATA ELEMENT DEFINITION INDEX

Doc No.	Unique no. assigned to each document based on file structure numbering system
Vol	Volume number of the binder in which the hard copy of the document is contained
Title	Title of the document
Date	The date the document was published by or released from the issuing office or agency
Author	Author of document sent or received
Affiliation	Agency, office, or corporate entity of author
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